



BOARD OF SELECTMEN
Meeting Minutes
June 10, 2013

Approved: July 15, 2013

PRESENT: Les Fox, Chair; Vincent Amoroso, Clerk; Member; Robert Stemple, Member; Raid Suleiman, Member and Jim Gorman, Member

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Fox called the meeting to order at 7:02 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair Fox read the announcements.

REORGANIZATION OF THE BOARD

- It was determined that the officer appointments being voted in this evening would go into affect tomorrow, June 11th. Chair Fox called for nominations for Chair. Member Suleiman nominated Vince Amoroso. Seconded by Member Stemple. Hearing no others, Chair Fox closed the nominations. **Approved 5 – 0.**
- Chair Fox called for nominations for Clerk. Member Amoroso nominated Bob Stemple. Seconded by Member Suleiman. Hearing no others, Chair Fox closed the nominations. **Approved 5 – 0.**

The Selectmen took Agenda Items #5 a & b, out of order.

APPOINTMENTS

- Ruth T. Anderson was present to be appointed as the new Town Assessor. Anderson related her background and her time with the Assessor's office in Grafton. The Selectmen welcomed her to the Town. Further to the recommendation of the Assessor Search Committee, Chair Fox moved to appoint Ruth T. Anderson to the position of Town Assessor for a term effective June 10, 2013 through June 30, 2014. Seconded by Member Stemple. **Approved 5-0.**
- Charles Weeks was present to be appointed Inspector of Wires. This appointment is necessary due to the passing of Tom Argento. Weeks was Acting Inspector of Wires during Argento's illness. Weeks noted that his first job was apprenticing under Tom Argento and Argento was the one that had recommended him for Assistant Inspector of Wires back in 1994. Further to the recommendation of the Inspector of Buildings, Chair Fox moved to appoint Charles Weeks to the position of Inspector of Wires for a term effective June 10, 2013 through June 30, 2014. Seconded by Member Stemple. **Approved 5-0.**

PUBLIC HEARING

- At 7:15 PM Chair Fox opened a public hearing to consider the application of Nashoba Valley Nursery, Inc., d.b.a. Hayward Farms Ice Cream Parlor, for a Common Victualler's license for the premises located at 36 Massachusetts Avenue, Boxborough. He reviewed the public hearing process and procedures. A list of those present is attached and incorporated by reference. Lisa Cote' was present, representing the applicant. Cote' explained the renovations to the building and reconfiguration. They intend to offer 27-33 flavors of ice cream; and to operate 7 days a week 12 noon to 10:00 PM during the busy season; closing in October. 14 high-school/college aged local kids have, tentatively, been hired. Their goal is to open the Ice Cream Parlor before the end of the month. TA Shaw spoke to the outstanding licensing and permitting issues. There was also discussion on the proposed restaurant planned for the other side of the building. Cote' explained this would be operated under separate management and they are looking to open sometime in July. 7:23 PM Chair Fox closed the hearing. Member Amoroso moved to approve the application of Nashoba Valley Nursery, Inc., d.b.a. Hayward Farms Ice Cream Parlor, for a Common Victualler's license. The issuance of this license will be held in abeyance, until such time as the Building Inspector has issued the Certificate of Occupancy for the referenced premises. Seconded by Member Stemple. **Approved 5-0.**

APPOINTMENTS

- The Selectmen took up the appointment/re-appointment of the members to various town boards:
 - ◇ Zoning Board of Appeals member, Lonnie Weil, was present to discuss ZBA activities; and his re-appointment. Chair Fox moved to re-appoint Lonnie Weil to the Zoning Board of Appeals for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Stemple. **Approved 5-0.**
 - ◇ Al Murphy, Ron Vogel, and Diane Friedman were present for Ron Vogel's re-appointment to the Affordable Housing Trust and Housing Board and Diane Friedman's re-appointment to the Housing Board. They also updated the Selectmen on the activities of the Housing Board, Boxborough Affordable Housing Trust; and the Stow Road Concept Development Committee. Chair Fox moved to re-appoint Ron Vogel to the Boxborough Affordable Housing Trust of a term of two years, from July 1, 2013 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.** Chair Fox moved to re-appoint Ron Vogel to the Boxborough Housing Board for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.** Chair Fox moved to re-appoint Diane Friedman to the Boxborough Housing Board for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.**
 - ◇ Council on Aging Chair, Barbara Wheeler and CoA candidate, Helen C. Berry, were present to update the Selectmen on CoA activities; to discuss Wheeler's re-appointment and Berry's appointment. Chair Fox moved to appoint Helen C. Berry to the Council on Aging for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.** Chair Fox moved to re-appoint Barbara Wheeler to the Council on Aging for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.**
 - ◇ Conservation Commission member, Hoff Stuart, was present to discuss ConsCom activities; and his re-appointment. Chair Fox moved to re-appoint Hoff Stuart to the Conservation Commission for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.**
 - ◇ Energy Committee Chair, Francie Nolde and member Margo Webber, were present to update the Selectmen on EnCom activities; and to be re-appointed. Nolde has been re-appointed as EnCom Chair. Nolde thanked Member Suleiman for his advice and support. Chair Fox moved to re-appoint Frances Nolde to the Energy Committee for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.** Chair Fox moved to re-appoint Margaret Webber to the Energy Committee for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.**
 - ◇ Conservation Commission member, Norm Hanover, thanked Member Amoroso service as the ConsCom's BoS Liaison; discussed ConsCom activities; and his re-appointment. Chair Fox moved to re-appoint Norman Hanover to the Conservation Commission for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.**
 - ◇ Chair Fox moved to re-appoint himself, Les Fox, to the Boxborough Affordable Housing Trust of a term of two years, from July 1, 2013 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.** Town Clerk Markiewicz swore in those present.

Though they were not present, both Matt Rosner and Becky Neville have stated that they wished to be re-appointed to their respective boards:

- ◇ Chair Fox moved to re-appoint Matthew Rosner to the Recreation Commission for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Stemple. **Approved 5-0.**
 - ◇ Chair Fox moved to re-appoint Rebecca Neville to the Personnel Board for a term of three years, from July 1, 2013 to June 30, 2016, or until a successor is appointed by this Board. Seconded by Member Stemple. **Approved 5-0.**
- Phyllis Tower, Animal Control Officer – Dogs and Cats was present to provide her report concerning the dog complaint filed by Norm Hanover. Hanover was present for this discussion. She has discussed this incident with the dog owner (Crowley) and Hanover and has determined that the dog was not being restrained when the incident occurred. Crowley has agreed that the dog will be kept in a fenced in area out back and will be securely tied when out in other sections of the Crowley's yard, and the dog will only be out when Crowley is in the yard. She has explained to Crowley the tiers of enforcement actions and consequences if he fails to comply. ACO-DC Tower stated that this was the dog's first offense; this is a reasonable resolution; no further enforcement action is necessary and recommended that no dog hearing be convened, at this time. The Selectmen determined that it should also be required that the dog be leashed when off of the Crowley's property. The Selectmen thanked ACO-DC Tower for, once again, obtaining a reasonable resolution in these matters; confirming that, as stated in the Dog Control Bylaw, she has the authority to take enforcement actions, including the imposing of fines. It was determined that a public hearing will not be needed. Chair Fox moved to accept Animal Control Officer – Dogs and Cats' report and to confirm

that the Animal Control Officer – Dogs and Cats is authorized to impose fine(s) if further infractions occur. Seconded by Member Gorman. **Approved 5-0.** Hanover stated that he was pleased with the outcome.

- At 8:07 PM Chair Fox opened the Citizens’ Concerns portion of the agenda. TA Shaw confirmed that Philip Kicelemos had been advised that he would be able to present his concerns on health insurance this evening at 8:00 PM; however, he was not present. Member Amoroso noted that no materials have been provided by Kicelemos and it is a more efficient use of the Selectmen’s time if they have the ability to have a “read ahead” prior to any discussion at a meeting. Chair Fox closed this portion of the agenda.

MINUTES

- Chair Fox moved to accept the minutes for the regular session of June 3, 2013, as written. Seconded by Member Gorman. **Approved 5-0.**

SELECTMEN REPORTS

- Chair Fox reported that MAGIC held an Agricultural Forum on May 21st. Also, MAPC’s Agricultural Planning project has really taken off. He is pleased with the collaboration and networking he is seeing. A major report on Agricultural interests in this region is due out soon.
- He also reported that the Stow Rd. Concept Development Comm. received seven proposals and they will be conducting interviews of four of those submitters on June 19th. The finalists will then be vetted by TA Shaw. The SRCDC will, again, have a booth at Fifer’s Day.
- Member Suleiman reported that the Energy Comm. is working on arranging meetings over the next few months to address energy and recycling concerns as the school district begins the transition process. They are also looking to purchase recycling bins for some of the town facilities.
- Member Amoroso reported that regionalization had passed on June 3rd.

OLD BUSINESS

- It was noted that the Selectmen will be responsible for next four Boxborough Leadership Forums.

NEW BUSINESS

- The Selectmen took up two Reserve Fund Transfer (RFT) Requests:
 - ◊ Member Gorman moved to forward to the Finance Committee for approval the request to transfer \$6.00 from the Reserve Fund to account #001-751-5915-5925, Acton-Boxborough Regional H.S. Debt Service. Seconded by Member Stemple. **Approved 5-0.**
 - ◊ Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$88.00 from the Reserve Fund to account #001-751-5915-5918, Acton-Boxborough Regional Jr. H.S. Debt Service. **Seconded by Member Gorman. Approved 5-0.**

The deadline for FY 13 Reserve Fund Transfer requests is July 16th. Chief Ryder intends on submitting a RFT and presenting it to the Selectmen on June 24th.

APPOINTMENTS (Continued)

- Matt Rosen appeared and though he was advised that the Selectmen had already approved his re-appointment to the Recreation Commission he took the opportunity to provide a “year in review” for newly re-formed Recreation Commission; current RecCom activities; goals for the coming year and potential projects. There was also discussion on the possible replacement of the water fountain at Flerra that was vandalized over the winter. Rosen will work with DPW to try to find a solution.
- Philip Kicelemos appeared at 8:35 PM. The Selectmen re-opened Citizens’ Concerns. Kicelemos advised that he wanted to discuss the Town’s employee health insurance costs. He reviewed his background in the life insurance and investment industry. He related the facts that he has gathered, noting that “...this town is overpaying for health insurance,” referring to his discussions with several individuals including “Maureen,” TA Shaw and a “Gentleman from Concord.” He went on to relate

his perspective as to why health care costs are so high in the U.S. At this point, Kicelemos was asked to state his proposal or the proposed action that he wished the Selectmen to take. Kicelemos stated that the “Gentleman from Concord” should be brought in to explain what [the Town’s insurance group] pays out i.e. administrative fees, loss ratios and long term claims. The Selectmen acknowledged that health costs are a concern. Background on the status of the Town’s current health insurance coverage and the studies & analyses done in recent years were further discussed by the Selectmen. Kicelemos then proposed that the Selectmen form a committee to review and study these costs, with him as a member. TA Shaw gave an overview as to how the Minuteman Nashoba Health consortium works, but deferred; noting that Town Treasurer Dennehy has firmer grasp of this group’s workings and our health care costs, in general. The Selectmen also discussed how school regionalization may affect the Blanchard staff’s participation in this program. Kicelemos further suggested that the Town put employee health insurance coverage out to bid annually. Discussion concluded. The Selectmen thanked Kicelemos for this input and reiterated that they are aware of the concerns related to the Town’s health care costs.

- The Selectmen were asked to review the BoS Liaisons lists in their packet so assignments for FY 14 could be discussed on June 24th.

ADJOURN

- At 8:51 PM, Chair Fox moved to adjourn. Seconded by Member Stemple. **Approved 5-0.**

SELECTMEN'S ANNOUNCEMENTS

JUNE 10, 2013

The necessary contact information is available at the end of these announcements.

➤ **Municipal Elections were held on May 20th** . Congratulations to the following incumbents on being re-elected:

- John Fallon, Town Moderator
- Liz Markiewicz, Town Clerk
- Mary Brolin, Local and Regional School Committee
- Gary Kushner, Local School Committee
- Sandy Haber and Rob McNeece, Library Board of Trustees
- Jim Faulkner, John Markiewicz, and Eduardo Pontoriero, Planning Board
- Dave Birt, Constable

and

- Bryan Lynch, Board of Health;

Congratulations are also in order to our newly elected:

- Constable Owen Neville
- Local School Committee member, Kathleen Neville

and

- Selectman Jim Gorman

The Selectmen would like to thank these volunteers and to all who ran for their commitment to the Town and to those of you who came out to vote on May 20th.

- The Election to fill the **U.S. Senate seat** will be held Tuesday, June 25th, 2013. Information is available on the Town Clerk's webpage.
- The **2012 Boxborough Town Report** is available at Town Hall and the Library. It can also be downloaded from the town's website.
- Boy Scout Troop 1 Boxborough will be conducting their **annual American Flag Retirement Ceremony** at Steele Farm on Thursday, June 13, 2013 at 7:00 p.m. You can drop off your torn or damaged flags to: Bo at the Transfer Station shed or Cheryl Mahoney at Town Hall during regular hours of operation. This ceremony is open to the public and all are welcome.
- The **2013 Boxborough Fifer's Day** celebration will take place on Saturday, June 15th at Flerra Field. The Day commences with the Fifer's Four Mile Road Race; followed by a parade that steps off at 11:00 AM from the Blanchard School to Flerra Field and then presentation of the Golden Fife Award. The Fair will commence at noon and include food and barbecue, children's games and activities, a volley ball tournament, booths representing Town organizations, and a local craft fair. There will be music throughout the afternoon. For information go to www.fifersday.org. Among the activities offered will be an old-fashion picture booth sponsored by the Friends of the Council on Aging. Come have your picture taken with family & friends to commemorate another Fifer's Day or dress up in the costumes provided.

- The **Friends of the Council on Aging's Anniversary Lunch** will take place Wednesday, June 19th at 12:00 noon at the Boxborough Community Center, 30 Middle Road. Friends have the pleasure of again presenting Daniel Clark, the "Singing Trooper," back by popular demand. All Boxborough seniors are welcome so please join us. While there is no admission charge, we expect space to fill up fast so please call Laura Arsenault at the COA office to make a reservation.
- **FY 2014 Transfer Station sticker applications are now being accepted.** If you did not receive an application with your Real Estate Tax Bill, they can be obtained at Town Hall, the Town's website or at the Transfer Station. Please refer to the application for an explanation of fees. As in previous years, the initial distribution of the FY 14 stickers will take place at the rear of Town Hall. There was a significant turnout this past Saturday and the next distribution will be Saturday, June 22nd from 8:00 a.m. to 4:00 p.m, again, at Town Hall **not** at the Transfer Station. Please note - you can only receive your sticker if your application has been submitted and processed. Applications can only be processed by the Tax Collector, Town Hall, 29 Middle Road and will not be accepted at the distribution event or at the Transfer Station.
- Spring here and the **Community Gardens**, located at the corner of Middle and Depot Roads, are now available. If you are interested in signing up for a plot please contact Owen Neville at 978-263-3285 for details.
- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. To learn more or to provide your opinion, by completing a brief on-line survey, go to the Link on the Town's website under "NEWS".
- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.
- The **Selectmen want to hear from you** and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.
- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (4), Design Review Board (1 at-large member), Energy Committee (1), Public Celebrations & Ceremonies Comm. (1) and the Steele Farm Advisory Committee (2). Also, the Town Moderator is seeking 2 volunteers to serve on the Finance Committee. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39**. Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- Please call Laura Arsenault at the COA office (978-263-1116 extension 106) to make a reservation for **FCoA Anniversary Lunch**.
- For information on the **Community Gardens** located at the corner of Middle and Depot Roads please contact Owen Neville at 978-263-3285 for details.
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BOARD OF SELECTMEN
Meeting Agenda
June 10, 2013
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. REORGANIZATION OF THE BOARD

- a) Nominations for Chair
(Call for nominations... close nominations... vote...) **VOTE:**
- b) Nominations for Clerk
(Call for nominations... close nominations... vote...) **VOTE:**

4. PUBLIC HEARING, 7:15 PM

To consider the application of Nashoba Valley Nursery, Inc., d.b.a. Hayward Farms Ice Cream Parlor, for a Common Victualler's license for the premises located at 36 Massachusetts Avenue, Boxborough

5. APPOINTMENTS

- a) Ruth T. Anderson, Town Assessor (new appointment)
Further to the recommendation of the Assessor Search Committee, move to appoint Ruth T. Anderson to the position of Town Assessor for a term effective June 10, 2013 through June 30, 2014 **VOTE:**
[Please take out of order prior to Public Hearing]
- b) Charles Weeks, Inspector of Wires
Further to the recommendation of the Inspector of Buildings, move to appoint Charles Weeks to the position of Inspector of Wires for a term effective June 10, 2013 through June 30, 2014 **VOTE:**
- c) Various board members to be considered for (re) appointment for terms effective **July 1, 2013 through June 30, 2016, unless otherwise noted** (starting at ≈ 7:25 PM)
 - i. Lonnie Weil, Zoning Board of Appeals
 - ii. Ron Vogel, Boxborough Affordable Housing Trust (June 30, 2015)
 - iii. Ron Vogel, Boxborough Housing Board
 - iv. Diane Friedman, Boxborough Housing Board
 - v. Barbara Wheeler, Council on Aging
 - vi. Helen C. Berry, Council on Aging – new member
 - vii. Hoff Stuart, Conservation Commission
 - viii. Frances Nolde, Energy Committee
 - ix. Margaret Webber, Energy Committee
 - x. Matthew Rosner, Recreation Commission
 - xi. Rebecca Neville, Personnel Board (unable to attend)
 - xii. Les Fox, Boxborough Affordable Housing Trust (June 30, 2015)
 - xiii. Norman Hanover, Conservation Commission

Move to appoint... to the... for a term commencing July 1, 2013 through June 30...

- d) Phyllis Tower, Animal Control Officer – Dogs and Cats – to provide report in matter of dog complaint filed by Norm Hanover, 7:45 PM
- e) Citizens' Concerns
 - i. Philip Kicelemos, to discuss health insurance, 8:00 PM
 - ii. Other

6. MINUTES

- a) Regular session, June 3, 2013

ACCEPT & POF

7. SELECTMEN REPORTS

8. OLD BUSINESS

9. NEW BUSINESS

- a) Reserve Fund Transfers

- i. Acton-Boxborough Regional H.S. Debt Service (\$6.00)

Move to forward to the Finance Committee for approval the request to transfer \$6.00 from the Reserve Fund to account #001-751-5915-5925, Acton-Boxborough Regional H.S. Debt Service

VOTE:

- ii. Acton-Boxborough Regional Jr. H.S. Debt Service (\$88.00)

Move to forward to the Finance Committee for approval the request to transfer \$88.00 from the Reserve Fund to account #001-751-5915-5918, Acton-Boxborough Regional Jr. H.S. Debt Service

VOTE:

- b) BoS Liaisons – review for June 24th meeting

10. CORRESPONDENCE

ACCEPT & POF

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

11. PRESS TIME

12. CONCERNS OF THE BOARD

13. ADJOURN

Common Victualler's License

**LEGAL NOTICE
TOWN OF BOXBOROUGH
BOARD OF SELECTMEN
PUBLIC HEARING**

The Board of Selectmen will hold a public hearing, pursuant to the provisions of MGL Chapter 140 § 2, at 7:15 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, on Monday, June 10, 2013, to consider the application of Nashoba Valley Nursery, Inc dba Hayward Farms Ice Cream Parlor, for a Common Victualler's license for the premises located at 36 Massachusetts Avenue, Boxborough, Massachusetts.

All are welcome to attend.

Per Order
Board of Selectmen

36 MASSACHUSETTS AVENUE
VICTUALLER'S LICENSE
LEGAL NOTICE
TOWN OF BOXBOROUGH
BOARD OF SELECTMEN
PUBLIC HEARING

The Board of Selectmen will hold a public hearing, pursuant to the provisions of MGL Chapter 140 § 2, at 7:15 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, on Monday, June 10, 2013, to consider the application of Nashoba Valley Nursery, Inc dba Hayward Farms Ice Cream Parlor, for a Common Victualler's license for the premises located at 36 Massachusetts Avenue, Boxborough, Massachusetts.

All are welcome to attend.

Per Order
Board of Selectmen

AD#12948562
Beacon-Acton 5/30/13.



5 a
BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

Leslie R. Fox, Chair Vincent M. Amoroso, Clerk James J. Gorman Robert T. Stemple Raid M. Suleiman

May 23, 2013

Ruth T. Anderson
[REDACTED]

Dear Ruth,

I am delighted to formally extend to you an offer to fill our Assessor vacancy in the Town of Boxborough. Your background experience and education provide an excellent match to our needs. As we discussed, your start date will be Monday, June 10 and the initial pro-rated salary for the position will be set at \$36,476.55 per year (Step C, Grade 60 on our FY 2014 salary schedule).

The current Assessor, Duane Adams will be finishing up on the 10th so you will have a busy first day with him. I know that he will be available for any questions you may have after he leaves. We still need to discuss specifics regarding the hours and days that you will be in the office. I had envisioned three eight-hour days (Monday, Wednesday and Friday), but am open to discussion.

The position is governed by the town's Personnel Bylaw, and as all non-union positions in Boxborough, has a six-month probationary "training" period. If during that time your service were considered unsatisfactory, you would be separated from employment in Boxborough. Along with this letter, I have provided you with the Personnel Plan. The Treasurer will send you the town's new hire package, including the Employee Handbook which is in the process of revision.

Please don't hesitate to contact me with any questions. I will be out of the office starting Friday, May 24, returning mid-afternoon on May 31; however, I will be checking my e-mail periodically.

Thank you very much for your verbal acceptance of our job offer. I know that you will find your work in Boxborough very satisfying and the Town employees a wonderful group with whom to work. We look forward to welcoming you aboard.

Sincerely,

Selina S. Shaw
Town Administrator

cc: Board of Selectmen

5b.

Selina S. Shaw**From:** David Lindberg [david.lindberg@town.boxborough.ma.us]**Sent:** Wednesday, June 05, 2013 3:39 PM**To:** 'Selina Shaw'**Subject:** Appointments: Inspector of Wires, Building Commissioner

Selina,

Per our conversation earlier today, I recommend that Charlie Weeks be appointed to the position of Inspector of Wires. Charlie is a very knowledgeable and competent inspector and has served the Town of Boxborough well for some twenty years as Assistant Inspector of Wires. Since the untimely passing of Tom Argento, Charlie has stepped up to provide a seamless transition such that there was no interruption in inspectional services. I have been on joint inspections with Charlie and found his personality and demeanor to be affable and professional. Bill Morehouse will continue on as an assistant or back-up inspector- providing coverage when Charlie is away or unavailable. I firmly believe that a dedicated, long serving assistant should be promoted to the lead inspector in cases such as this.

As June is the month that the Board of Selectmen discuss and prepare their appointments for the ensuing year, I believe that my own appointment will be subject to the Board's review.

Please clarify for me the process of how this happens and whether there is any action required on my part to facilitate this appointment.

Thanks Selina,

Dave

David Lindberg
Inspector of Buildings
29 Middle Road
Boxborough, MA 01719
978-263-1116 x114
david.lindberg@town.boxborough.ma.us

6/5/2013

5c
BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)					
Todd	Davis	07/01/12	2014		
Nancy	Kumaraswami	11/22/10	2015		
Marion	Powers	07/01/09	2015		
Alexis	Presti-Simpson	12/17/12	2015		
Pascale	Belin-White	07/01/08	2013		<i>Has served 2 consecutive terms - ineligible for re-appt.</i>
Agricultural Commission - Staggered 3 year terms; 5 members (3 minimum) (one of which may be a non-resident directly engaged in Agricultural activities in Town) Established ATM 5/12/08					
Kathie	Becker	07/21/08	2014		
Bryon	Clemence	07/21/08	2014		
Brian	Morrison	07/01/12	2015		
Owen	Neville	07/21/08	2013	2016	<i>Undecided</i>
John	Neyland	07/21/08	2013	2016	<i>6/24/13 BoS</i>
Airport Study Committee - 5 members; 3 year terms, est 8/9/93					
James	Baum	04/12/10	2014		
Anne	Canfield	06/30/93	2015		
Matt	Kosakowski	02/04/08	2013	2016	<i>Awaiting response</i>
Cindy	Markowitz	07/01/12	2015		
VACANT			2014		<i>Unexpired term of Bill Litant</i>
Zoning Board of Appeals - staggered 3 year terms; 5 full & 2 alternate members (1 year terms)					
Tom	Gorman	01/27/03	2013	2016	
Kristin	Hilberg	11/03/08	2014		
Michael	Toups	10/02/06	2014		
Karen	Warner	09/10/07	2015		
Lonnie	Weil	10/02/06	2013	2016	
Chris	Habersaat	09/22/03	2013	2014	<i>6/24/13 BoS</i>
VACANT			2013		<i>Alternate</i>

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Board of Registrars - staggered 3 year terms; 3 members & Town Clerk					
Elizabeth	Markiewicz	elected 5/15/06	2014		Chair by virtue of Town Clerk position
Nancy	Brown	06/30/81	2014		
Tamar	MacFadyen	06/27/11	2015		
Virginia	Richardson	05/22/06	2013	2016	6/24/13 BoS
Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07					
Les	Fox	07/01/07	2013	2015	BoS member
R. Allen	Murphy	07/01/07	2014		BHB member
Karim	Raad	10/19/09	2014		FinCom member
Ron	Vogel	06/20/11	2013	2015	BHB member
Channing	Wagg	06/20/11	2013	2015	At - large Rep. 6/24/13 BoS
Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00					
Diane	Friedman	08/08/05	2013	2016	
Jeff	Handler	01/28/02	2013	2016	Undecided
Joan	Meyer	01/08/01	2015		
R. Allen	Murphy	11/18/02	2014		
Ron	Vogel	01/22/01	2013	2016	
VACANT			2015		
Les	Fox		(2014)		ex-officio
Dave	Koonce		(2014)		ex-officio
Boxborough Information Technology Committee (BIT.com)					
- Staggered 3 year terms; 7 members, est. 2/26/01 (Charter)					
Guillermo	Chang	12/03/07	2015		
Jamie	Rogers	04/08/02	2014		
Eric	Wong	11/09/09	2015		
VACANT				2016	
VACANT				2016	
VACANT				2016	
VACANT			2014		
Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members					
Donald	Morse	07/01/09	2013	2016	6/24/13 BoS
Becky	Neville	07/01/12	2015		
William	Sutcliffe	07/01/09	2014		

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)					
David	Follet	09/25/06	2014		
Charlene	Golden	pre-1974	2014		
Norm	Hanover	08/29/11	2013	2016	
Dave	Koonce	06/30/87	2014		
Dennis	Reip	09/08/03	2015		
Hoff	Stuart	11/19/12	2013	2016	
Rick	Williamson	11/19/07	2015		
Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)					
Helen	Berry	07/01/13		2016	<i>Filling Dave Birt's seat</i>
Sonali	Bhatia	08/03/09	2015		
Susan	Fredrickson	06/15/09	2014		
Lauraine	Harding	06/25/12	2013	2016	<i>6/24/13 BoS</i>
Frank	Sibley	04/02/07	2015		
Elizabeth	West	07/01/12	2015		
Barbara	Wheeler	01/26/09	2013	2016	
Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective boards/committees)					
James	Faulkner	08/02/10	2013	2016	Planning Bd. Designee
Alan	Rohwer	06/28/10	2013	2016	Hist Comm designee
Robert	Stemple	07/01/12	2015		BoS designee
VACANT					Perm Bldg Comm designee
VACANT					At-large Member
Energy Committee - established 2/9/09 (Amended 3/8/10) by the Board of Selectmen; 7 members; staggered 3 year terms					
Richard	Garrison	07/16/12	2015		
Larry	Grossman	03/08/10	2015		
Frances	Nolde	02/09/09	2013	2016	
Abigail	Reip	07/11/11	2015		
Santiago	Tapia-Perez	02/13/12	2014		
Margaret	Webber	03/08/10	2013	2016	
VACANT				2014	<i>Unexpired term of K.C. Donovan</i>

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985					
Mary	Larson	06/30/97	2013	2016	6/24/13 BoS
Kevin	Mahoney	07/01/12	2014		
Trena	Minudri	07/01/12	2013	2016	6/24/13 BoS
Alan	Rohwer	07/01/88	2015		
Shirley	Warren	07/01/88	2015		
MART Representative					
VACANT				2014	Formerly Frank Powers
Metropolitan Area Planning Council (MAPC) and MAGIC Representative					
Les	Fox	05/04/09	04/30/15		
VACANT			2015		Alternate - Vacated by Frank Powers
Permanent Building Committee					
VACANT					
Personnel Board est 1976 (as Adv Comm) - 3 year terms; 5 members					
Susan	Bak	08/08/11	2014		
Sheila	Bauer	07/02/12	2014		
Anne	Canfield	10/16/06	2015		
Pat	Flanagan	06/26/06	2015		
Rebecca	Neville	01/14/13	2013	2016	Seeking re-appt. but unable to attend
Planning Board - Associate Member					
Joint Appointment of the Selectmen and Planning Board - 3 year term					
VACANT				2016	
Public Celebrations & Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)					
Sheila	Bauer	04/04/11	2013	2016	6/24/13 BoS
Matt	Kosakowski	08/31/09	2014		
Lori	Lotterman	07/20/09	2015		
Trena	Minudri	08/03/09	2015		
Owen	Neville	10/22/07	2014		
VACANT			2015		

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Recreation Commission - Est. 1963; 3 year terms; 7 members;					
Appointing authority changed from Moderator to BoS per 2010 ATM vote (Article 20)					
Amy	Burke	11/19/12	2014		
Hilary	Greven	01/28/13	2015		
Kevin	Lehner	09/17/01	2013	2016	<i>Undecided</i>
Abigail	Reip	11/19/12	2014		
Matthew	Rosner	04/25/11	2013	2016	
Mitzi	Weil	11/19/12	2015		
Carol	Zeroual	01/14/13	2015		
Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm")					
BoS approved increase in term to 3 yrs, to be staggered, 6/5/05					
Bruce	Hager	10/31/05	2013	2016	<i>6/24/13 BoS</i>
Judi	Resnick	09/08/08	2014		
John	Skinner	12/05/11	2014		
Edward	Whitcomb	05/10/04	2015		
VACANT			2015		
VACANT			2015		

Resident Interest Form

Name: Helen C. Berry

Phone: [REDACTED]

Cell Phone: [REDACTED]

E-Mail Address: [REDACTED]

Address: [REDACTED] Boxborough, MA 01719Occupation: Retired teacherSpecial Training/Education: Masters +75Experience/General Interest: I'm a town volunteer, participate in many activities such as entertaining, steering committees, etcAmount of time available: I'm available most weekdaysDate submitted: June 3, 2013

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Airport Study Committee
- Board of Health*
- Board of Registrars
- Board of Selectmen*
- Boxborough Affordable Housing Trust
- Boxborough Housing Board
- Boxborough Information Technology Committee
- Cemetery Commission
- Conservation Commission
- Council on Aging
- Design Review Board
- Emergency Reserve Corps (ERC)
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees*
- Permanent Building Committee
- Personnel Board
- Planning Board*
- Public Celebrations and Ceremonies Committee
- Recreation Commission
- School Committee*
- Steele Farm Advisory Committee
- Water Resources Committee
- Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719

* Indicates an elected board

Helen C. Berry

Boxborough, MA 01719

phone: [REDACTED]

Strength

- Masters Degree in Special Education
- 35+ years in primary grades and early childhood instruction
- Proven ability to work cooperatively with professional peers and supervisors
- Proven ability to communicate with students, faculty, parents, and the community
- Knowledge of scientifically based research
- Knowledge of Breakthrough to Literacy
- Motivated, positive and upbeat personality
- Responsible and reliable
- Works well on teams to reach set goals
- Able to identify issues, strategize solutions and be effective in their execution
- Excellent communication, presentation and organizational skills
- Computer skills on PC platform including Microsoft Office and Excel

Professional Experience

EARLY READING FIRST at YWCA

Lawrence, MA

Interventionist

2009-2011

- Worked with at-risk children transitioning to Kindergarten, both individually and in small groups
- Collaborated with staff on targeted literacy lessons for other at-risk students
- Completed Student Support Plans on at-risk children transitioning to kindergarten
- Reviewed data with site director on a monthly basis and with teachers and literacy coaches on a bi-weekly basis or as needed
- Modeled BtL to teachers and colleagues
- Monitored ongoing reading progress and made decisions based on continuous student progress
- Worked cooperatively with the literacy coach and classroom teachers
- Provided feedback to teachers, the literacy coach, the school, and the parents
- Facilitated coordination of Pre-K and MA standards intervention resources
- Completed and submitted reports for the Early Reading First evaluation

Lawrence Public Schools

Lawrence, MA

Special Education Teacher

1974-2008

- Designed and taught appropriate curriculum to meet specific needs of children who had a wide range and variety of disabilities
- Motivated students to ultimately enjoy learning and thinking
- Successfully developed an Individualized Education Program (IEP) for each student which set personalized goals and was tailored to that student's individual needs and abilities
- Aligned educational plans with Massachusetts Frameworks

- Worked on several teams of general education teachers simultaneously to strategize, coordinate and adapt curriculum
- Composed substantial paperwork documenting each student's progress and work
- Involved and motivated the students' parents to be active in their child's education
- Kept abreast of new knowledge to execute tasks in the most efficient way possible

Education

EARLY READING FIRST PROFESSIONAL DEVELOPMENT COURSES

Lawrence, MA

Fitchburg State, University of New England & professional studies

-Acquisition of 75+ Educational credits beyond master's degree

Fitchburg State College

Fitchburg, MA

-Master's Degree in Special Education

University of Arizona

Tucson, AZ

-Bachelor of Arts Degree in Education

REFERENCES ARE AVAILABLE UPON REQUEST

To: Phyllis Tower, Dog Officer

From: Norman Hanover
71 Boxmill Road
Boxborough, MA




CC: Board of Selectmen
Selina Shaw, Town Administrator

Date: April 22, 2013

On Friday morning at 9:30 my wife and I were walking on Guggins Lane when a large yellow dog aggressively approached us from 72 Guggins Lane. The home owner, Joe Crowley, came out and took the dog away. The dog had a collar and retractable leash but no one was holding the leash. Crowley was doing yard work when the dog left his property.

When I mentioned to Crowley that the Town did not have a leash law but that dogs need to be under the owner's control, Crowley swore at my wife and me. This included the F*** bomb. I told him that swearing was inappropriate behavior. There was no apology for the dog.

Unfortunately this is not the first problem my wife and I have had with this dog. Although the dog is seldom out alone, on at least 2 other occasions the dog has run at me aggressively, jumped on me and drawn blood with its claws. After the last incident this was reported to the dog officer.

This letter is a request for the Town and dog owner to better restrain this dog in accordance with the Boxborough Dog Control Bylaw. The dog and its owner have not been in compliance with the following sections of the Bylaw:

B. Bylaw:

No person owning or keeping any dog in the Town of Boxborough shall permit the animal to go at large to the injury or nuisance of others.

"Nuisance:" any dog shall be deemed a nuisance for, but not limited to, the following reasons:

- biting, attacking or threatening the health or safety of any person*
- chasing, jumping upon, or running into any person on foot, on bicycle or in a vehicle*

Accompanying this letter is a copy of the Boxborough "Complaint – Vicious or Barking Dog" form.

TOWN OF BOXBOROUGH



COMPLAINT
VICIOUS or BARKING DOG
M.G.L. Chapter 140 § 157

TO: Phyllis Tower, Dog Officer
29 Middle Road
Boxborough, MA

Date: April 22, 2013

RE: Dog's name: Shelby
Description: (breed,color,etc.): tan retriever
Name of Person who owns or harbors: Joe Crowley
Address (if known): 72 Guggins Lane

I, Norman Hanover, of 71 Box mill Road, Boxborough MA make a
[name] [address] [town/city]

complaint that a dog or dogs described above, constitute a nuisance because (Select all that apply) :

- It has a vicious disposition - State facts here: On April 19 the dog charged my wife and I while we were walking on Guggins Lane
- It barks excessively - State facts here: _____

- It causes the following other disturbances - State facts here: Previously the dog charged me, jumped on me and broke my skin with its claws.
- It is a source of annoyance to a sick person residing in the vicinity.

Sick Person's name: _____

Sick Person's Address: _____

State facts here: _____

Please use the back of this document if you need to provide further information.

I, therefore, respectfully request that an investigation be undertaken pursuant to the provisions of Massachusetts General Law Chapter 140 § 157, resulting in the issuance of any order necessary to abate the above-noted nuisance. I understand that this obligates me to attend a hearing and provide testimony under oath and I intend to make myself available for this purpose.

This complaint is made under the pains and penalties of perjury.

Complaint's signature: N. Hanover

Phone (H): 978-263-3250 (W): _____

5e.
PHIL KICELEEMOS

[REDACTED]
BOXBOROUGH, MA. 01719
[REDACTED]

received
4-16-2013

TO: BOARD OF SELECTMAN

FROM: Phil Kicelemos

SUBJ: REQUEST TO MEET WITH BO.
MONDAY APRIL 22nd APRIL

GENTLEMEN:

This letter is to request a meeting with you, approximately 20 minutes to discuss the medical program which the town provides 100 town employees. a choice of one of three medical plans

Thanks to Selina Shaw assistance I have reviewed the material.

Gentlemen, I have 57 yrs. of excellent education and experience in numerous Ins. categories including any form of group medicals.

At your meeting I have information which you should find interesting.

Continued:

As the town plus the 100 employees
is currently approximately
\$850,000 a year, this subject
is in need of review and
investigating.

Sincerely hope you will honor this
request.

Sincerely,

Phil Kulkos

APRIL 16, 2013

SELINA SHAW
TOWN ADMINISTRATOR

received
4-16-2013

SELINA,

Just a short note to personally "THANK YOU" with the medical information on the Medical information for the town. I have reviewed it carefully and in a second letter to the board of Selectmen, I am requesting twenty or more minutes of their meeting on the twenty second of this month to provide them with my findings along with a number of suggestions. Due to the fact that I am not an employee of the town or a current member of a committee, it is important for them to let me address to them my findings. Thank you again for all of your cooperation.

Phil Kielemore

MARCH 25 - Monday

to: Celia

from: Phil Kicekemus

Received
3-25-2013

Looking for Medical Information that
I requested from you last week,
like to have it this week as research
is needed before the town meeting
May 13th - 2013

Thank You

Phil - Telephone [REDACTED]



BOARD OF SELECTMEN
Meeting Minutes
June 3, 2013

Approved: _____

PRESENT: Les Fox, Chair, Vincent Amoroso, Clerk; James Gorman, Member; Robert Stemple, Member and Raid Suleiman, Member

ALSO PRESENT: Selina Shaw, Town Administrator

The documents discussed herein have been included with the file copy of the agenda packet for the above-referenced date and are hereby incorporated by reference.

CALL TO ORDER

At 6:15 P.M., Chair Fox called the meeting to order in the Parade Room of the Holiday Inn, 242 Adams Place, Boxborough.

MINUTES

It was moved, seconded and **approved 5 – 0** to accept and place on file the following minutes as noted:

- Executive session, April 22, 2013
- Executive session [BoS Contract Negotiating Team re: Fire], April 23, 2013, as modified
- Executive session [BoS Contract Negotiating Team re: Fire], May 1, 2013, as modified
- Regular session, May 6, 2013, as modified
- Regular session, May 9, 2013, as modified
- Executive session, May 9, 2013
- Regular session, May 14, 2013
- Executive session, May 14, 2013
- Regular session, May 16, 2013
- Executive session, May 16, 2013

OLD BUSINESS

Special Town Meeting

Chair Fox reported that the Board of Selectmen has received the revisions as voted and approved by a majority of the members of the Regional School Committee on May 31, 2013 to the proposed amendments to *Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts, dated 4/29/13* which were included in the printed special town meeting warrant. The revisions were summarized in a May 31 memo from the Regional School Committee to the Board of Selectmen. It is the revised amended agreement that will be considered and voted upon at the STM.

NEW BUSINESS

Reserve Fund Transfers

- i. Selectman Amoroso moved to forward to the Finance Committee for approval the request to transfer \$389.28 from the Reserve Fund to account #001-519-5200-5310, Environmental Services. Seconded by Selectman Stemple. **Approved 5 – 0.**
- ii. Member Suleiman moved to forward to the Finance Committee for approval the request to transfer \$175.12 from the Reserve Fund to account #001-522-5200-5317, Nursing Services. Seconded by Selectman Stemple. **Approved 5 – 0.**

Brief discussion about sufficiency of amounts approved in FY 14 budget for the line items. TA noted that the FinCom had supported a lesser amount than had been requested by the Board of Health for Environmental Services, with the intention of supporting an RFT as necessary in FY 14. [N.B. In preparing minutes, TA reviewed FY 14 budget – Statement made was not correct; FinCom supported BoH request for Environmental Services and Nursing Services... it was Landfill Monitoring which was not supported as submitted.]

Shortly after 6:30 P.M. the meeting was adjourned.



Reserve Fund Transfer Request

Date: 5/28/13

It is requested by the undersigned that the sum of \$ 6.00 be transferred from the Reserve Fund to:
UMAS Acct. # 001-751-5915-5925
(Fund # - Dept. # - Object - Detail)
Description (i.e. Selectmen's expenses): ABRHS Debt Service

The balance in the line item as of 5/31/13 (Date) is \$ 17,031.00. An amount of \$ 204,438 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The next assessment for this account will be \$ 17,037
leaving a short fall of \$6.00
[Total Debt Service for year is \$204,444. Only \$204,438
was budgeted.]

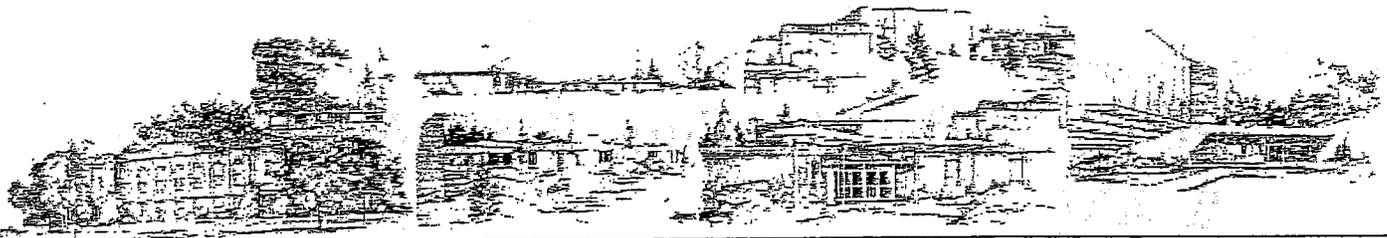
This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission:

<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 600 from the Reserve Fund to UMAS Acct. # 001-751-5915-5925 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____



Acton Public Schools # Acton-Boxborough Regional School District

16 Charter Road Acton, MA 01720 Phone: 978-264-4700 Ext 3217 Fax: 978-264-3340 E-mail: dkelly@mail.ab.mec.edu
 Date: July 2, 2012

Denise Kelly
 Business Coordinator
 Assistant Treasurer

Town of Boxborough
 Margaret Dennehy, Treasurer
 29 Middle Road
 Boxborough MA 01719

RE:

Schedule of Assessment Payments
 Town of Boxborough Fiscal Year 2013

Month	Percent	(Combined HS + JHS)			Total Assessment
		Operating Assessment	Construction Debt Service	Capital Debt Service	
July	8.33%	\$469,177	\$22,584		\$491,761
August	8.33%	\$469,176	\$22,584		\$491,760
September	8.33%	\$469,176	\$22,584		\$491,760
October	8.33%	\$469,176	\$22,584		\$491,760
November	8.33%	\$469,176	\$22,584		\$491,760
December	8.33%	\$469,176	\$22,584		\$491,760
January	8.33%	\$469,176	\$22,584		\$491,760
February	8.33%	\$469,176	\$22,584		\$491,760
March	8.33%	\$469,176	\$22,584		\$491,760
April	8.33%	\$469,176	\$22,583		\$491,759
May	8.33%	\$469,176	\$22,583		\$491,759
June	8.33%	\$469,176	\$22,583		\$491,759
	100.00%	\$5,630,113	\$271,005	\$0	\$5,901,118

MEMO

271,005

Construction Debt Service

Total Outside Debt Limit	271,099
Less - Transfers from Premium on Loans	-94
	<u>271,005</u>

HS 204,444

Operating Expense

Total to Pay	5,901,118
Less - Debt Service	-271,005
Operating Assessment	<u>5,630,113</u>

JHS 66561
271,005

Filter by: Segment 2: 751
 Segment 4: 5918, 5925

Parameters: Fiscal Year: 2013 Start Date: 7/1/2012 end: 6/30/2013

Ledger History - MidLevel - Expenditure Ledger

Warrant	Block/Batch	Posted	Tran. Type	By	Beginning	Debit	Credit	Ending	
Account: 001-751-5915-5918		AB RJHS Debt Service			Summary:	0.00	61,015.00	66,473.00	5,458.00
		07/01/2012	Beginning Balance	mag		0.00	66,473.00	66,473.00	
2013-008	2013/008	07/25/2012	Payable	mag		5,547.00	0.00	60,926.00	
2013-024	2013/024	08/22/2012	Payable	mag		5,547.00	0.00	55,379.00	
2013-039	2013/039	09/11/2012	Payable	mag		5,547.00	0.00	49,832.00	
2013-061	2013/061	10/16/2012	Payable	mag		5,547.00	0.00	44,285.00	
2013-085	2013/085	11/20/2012	Payable	mag		5,547.00	0.00	38,738.00	
2013-107	2013/107	12/26/2012	Payable	mag		5,547.00	0.00	33,191.00	
2013-120	2013/120	01/23/2013	Payable	mag		5,547.00	0.00	27,644.00	
2013-136	2013/136	02/20/2013	Payable	mag		5,547.00	0.00	22,097.00	
2013-154	2013/154	03/20/2013	Payable	mag		5,547.00	0.00	16,550.00	
2013-168	2013/168	04/16/2013	Payable	mag		5,546.00	0.00	11,004.00	
2013-187	2013/187	05/21/2013	Payable	mag		5,546.00	0.00	5,458.00	
Account: 001-751-5915-5925		ABRHS Debt Service			Summary:	0.00	187,407.00	204,438.00	17,031.00
		07/01/2012	Beginning Balance	mag		0.00	204,438.00	204,438.00	
2013-008	2013/008	07/25/2012	Payable	mag		17,037.00	0.00	187,401.00	
2013-024	2013/024	08/22/2012	Payable	mag		17,037.00	0.00	170,364.00	
2013-039	2013/039	09/11/2012	Payable	mag		17,037.00	0.00	153,327.00	
2013-061	2013/061	10/16/2012	Payable	mag		17,037.00	0.00	136,290.00	
2013-085	2013/085	11/20/2012	Payable	mag		17,037.00	0.00	119,253.00	
2013-107	2013/107	12/26/2012	Payable	mag		17,037.00	0.00	102,216.00	
2013-120	2013/120	01/23/2013	Payable	mag		17,037.00	0.00	85,179.00	
2013-136	2013/136	02/20/2013	Payable	mag		17,037.00	0.00	68,142.00	
2013-154	2013/154	03/20/2013	Payable	mag		17,037.00	0.00	51,105.00	
2013-168	2013/168	04/16/2013	Payable	mag		17,037.00	0.00	34,068.00	
2013-187	2013/187	05/21/2013	Payable	mag		17,037.00	0.00	17,031.00	
2 Account(s) totaling:					0.00	248,422.00	270,911.00	22,489.00	

Filter by: Segment 2: 751
 Segment 4: 5918, 5925

Parameters: Fiscal Year: 2013 Start Date: 7/1/2012 end: 6/30/2013

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
		This Period To Date		This Period To Date	This Period To Date	This Period To Date		
001-751-5915-5918	66,473.00	0.00		0.00	0.00	-61,015.00		
AB RJHS Debt Service	0.00	0.00	66,473.00	0.00	0.00	-61,015.00	5,458.00	91.79
001-751-5915-5925	204,438.00	0.00		0.00	0.00	-187,407.00		
ABRHS Debt Service	0.00	0.00	204,438.00	0.00	0.00	-187,407.00	17,031.00	91.67
	270,911.00	0.00		0.00	0.00	-248,422.00		
2 Account(s) totaling:	0.00	0.00	270,911.00	0.00	0.00	-248,422.00	22,489.00	91.70

9a) ii

Finance Committee



Reserve Fund Transfer Request

Date: 5/28/13

It is requested by the undersigned that the sum of \$ 88.00 be transferred from the Reserve Fund to:
UMAS Acct. # 001-751-5915-5918

(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses): AB RJHS Debt Service

The balance in the line item as of 5/31/13 (Date) is \$ 5458. An amount of \$ 66473 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The next assessment for this account will be \$5,546 leaving a short fall of \$88.00
[Total debt service for year is \$66,561; only \$66,473 was budgeted.]

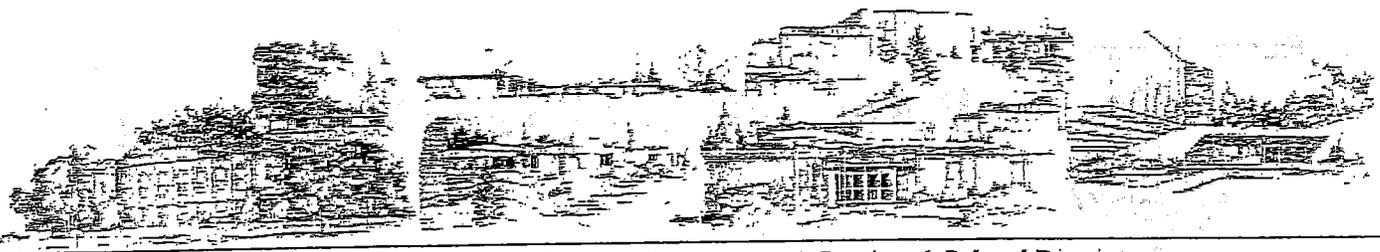
This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission:

<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 88.00 from the Reserve Fund to UMAS Acct. # 001-751-5915-5918 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____



Acton Public Schools # Acton-Boxborough Regional School District

16 Charter Road Acton, MA 01720 Phone: 978-264-4700 Ext 3217 Fax: 978-264-3340 E-mail: dkelly@mail.ab.mec.edu

Date: July 2, 2012

Denise Kelly
Business Coordinator
Assistant Treasurer

Town of Boxborough
Margaret Dennehy, Treasurer
29 Middle Road
Boxborough MA 01719

RE:

Schedule of Assessment Payments
Town of Boxborough Fiscal Year 2013

(Combined JHS+HS)

Month	Percent	Operating Assessment	Construction Debt Service	Capital Debt Service	Total Assessment
July	8.33%	\$469,177	\$22,584		\$491,761
August	8.33%	\$469,176	\$22,584		\$491,760
September	8.33%	\$469,176	\$22,584		\$491,760
October	8.33%	\$469,176	\$22,584		\$491,760
November	8.33%	\$469,176	\$22,584		\$491,760
December	8.33%	\$469,176	\$22,584		\$491,760
January	8.33%	\$469,176	\$22,584		\$491,760
February	8.33%	\$469,176	\$22,584		\$491,760
March	8.33%	\$469,176	\$22,584		\$491,760
April	8.33%	\$469,176	\$22,583		\$491,759
May	8.33%	\$469,176	\$22,583		\$491,759
June	8.33%	\$469,176	\$22,583		\$491,759
	100.00%	\$5,630,113	\$271,005	\$0	\$5,901,118

MEMO

Construction Debt Service

Total Outside Debt Limit	271,099
Less - Transfers from Premium on Loans	-94
	<u>271,005</u>

JHS 66,561
HS 204,444
271,005

Operating Expense

Total to Pay	5,901,118
Less - Debt Service	-271,005
Operating Assessment	<u>5,630,113</u>

Filter by: Segment 2: 751
 Segment 4: 5918, 5925

Parameters: Fiscal Year: 2013 Start Date: 7/1/2012 end: 6/30/2013

Ledger History - MidLevel - Expenditure Ledger

Warrant	Block/Batch	Posted	Tran. Type	By	Beginning	Debit	Credit	Ending	
Account: 001-751-5915-5918					Summary:	0.00	61,015.00	66,473.00	5,458.00
		07/01/2012	Beginning Balance	mag		0.00	66,473.00	66,473.00	
2013-008	2013/008	07/25/2012	Payable	mag		5,547.00	0.00	60,926.00	
2013-024	2013/024	08/22/2012	Payable	mag		5,547.00	0.00	55,379.00	
2013-039	2013/039	09/11/2012	Payable	mag		5,547.00	0.00	49,832.00	
2013-061	2013/061	10/16/2012	Payable	mag		5,547.00	0.00	44,285.00	
2013-085	2013/085	11/20/2012	Payable	mag		5,547.00	0.00	38,738.00	
2013-107	2013/107	12/26/2012	Payable	mag		5,547.00	0.00	33,191.00	
2013-120	2013/120	01/23/2013	Payable	mag		5,547.00	0.00	27,644.00	
2013-136	2013/136	02/20/2013	Payable	mag		5,547.00	0.00	22,097.00	
2013-154	2013/154	03/20/2013	Payable	mag		5,547.00	0.00	16,550.00	
2013-168	2013/168	04/16/2013	Payable	mag		5,546.00	0.00	11,004.00	
2013-187	2013/187	05/21/2013	Payable	mag		5,546.00	0.00	5,458.00	
Account: 001-751-5915-5925					Summary:	0.00	187,407.00	204,438.00	17,031.00
		07/01/2012	Beginning Balance	mag		0.00	204,438.00	204,438.00	
2013-008	2013/008	07/25/2012	Payable	mag		17,037.00	0.00	187,401.00	
2013-024	2013/024	08/22/2012	Payable	mag		17,037.00	0.00	170,364.00	
2013-039	2013/039	09/11/2012	Payable	mag		17,037.00	0.00	153,327.00	
2013-061	2013/061	10/16/2012	Payable	mag		17,037.00	0.00	136,290.00	
2013-085	2013/085	11/20/2012	Payable	mag		17,037.00	0.00	119,253.00	
2013-107	2013/107	12/26/2012	Payable	mag		17,037.00	0.00	102,216.00	
2013-120	2013/120	01/23/2013	Payable	mag		17,037.00	0.00	85,179.00	
2013-136	2013/136	02/20/2013	Payable	mag		17,037.00	0.00	68,142.00	
2013-154	2013/154	03/20/2013	Payable	mag		17,037.00	0.00	51,105.00	
2013-168	2013/168	04/16/2013	Payable	mag		17,037.00	0.00	34,068.00	
2013-187	2013/187	05/21/2013	Payable	mag		17,037.00	0.00	17,031.00	
2 Account(s) totaling:					0.00	248,422.00	270,911.00	22,489.00	

Filter by: Segment 2: 751
 Segment 4: 5918, 5925

Parameters: Fiscal Year: 2013 Start Date: 7/1/2012 end: 6/30/2013

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
		This Period To Date		This Period To Date	This Period To Date	This Period To Date		
001-751-5915-5918	66,473.00	0.00		0.00	0.00	-61,015.00		
AB RJHS Debt Service	0.00	0.00	66,473.00	0.00	0.00	-61,015.00	5,458.00	91.79
001-751-5915-5925	204,438.00	0.00		0.00	0.00	-187,407.00		
ABRHS Debt Service	0.00	0.00	204,438.00	0.00	0.00	-187,407.00	17,031.00	91.67
	270,911.00	0.00		0.00	0.00	-248,422.00		
2 Account(s) totaling:	0.00	0.00	270,911.00	0.00	0.00	-248,422.00	22,489.00	91.70

9b
Board of Selectmen Committee/Liaison List FY 2014
Showing FY 13 Assignments
For Discussion June 24, 2013

Current BoS Assignments/Positions
 X = Primary Member
 L = Liaison

Assignment	L. Fox		V. Amoroso	R. Stemple	R. Suleiman
BoS Chairmanship					
BoS Clerk					
Committees/Teams					
Acton-Boxborough Cultural Council					L
Agricultural Commission	L				
Airport Study Committee		L			
BHB (Housing Board)	L				
BIT.Com	L				
BLF (2)	X	X			
Cemetery Commission		L			
Conservation Commission			L		
Contract Negotiating Team	X	X			
CoA (Council on Aging)		L			
Design Review Board				X	
Energy Committee					L
Finance Committee				L	
Board of Health					L
Historical Commission		L			
K-6 Regional Study Committee			X		
Regional School Transition					
Library				L	
Municipal Affordable Housing Trust	X				
Personnel Board					L
Planning Board (including Master Plan Steering)	L				
Public Celebrations & Ceremonies Committee		L			
Recreation Commission					L
School Committee				L	
Steele Farm				L	
Water Resources					X
Well-Being Committee		L			
Zoning Board of Appeals	L				
Departments					
Fire/Emergency Management		L			
Police	L				
Public Safety Dispatch				L	
Public Works			L		
Town Hall					L
External					
MAGIC/ MAPC	X	x			
I-495			x		X
MBTA				X	
MART		X			

Board of Selectmen Committee/Liaison List

FY 2014

For Discussion 6/24/13

Current BoS Assignments/Positions

X = Primary Member

L = Liaison

Assignment	V. Amoroso	L. Fox	J. Gorman	R. Stemple	R. Suleiman
BoS Chairmanship					
BoS Clerk					
Committees/Teams					
Acton-Boxborough Cultural Council					
Agricultural Commission					
Airport Study Committee					
BHB (Housing Board)					
BIT.Com					
BLF (2)					
Cemetery Commission					
Conservation Commission					
Contract Negotiating Team					
CoA (Council on Aging)					
Design Review Board					
Energy Committee					
Finance Committee					
Board of Health					
Historical Commission					
K-6 Regional Study Committee					
Library					
Municipal Affordable Housing Trust					
Personnel Board					
Planning Board (including Master Plan Steering)					
Public Celebrations & Ceremonies Committee					
Recreation Commission					
Regional School Transition					
School Committee					
Steele Farm					
Water Resources					
Well-Being Committee					
Zoning Board of Appeals					
Departments					
Fire/Emergency Management					
Police					
Public Safety Dispatch					
Public Works					
Town Hall					
External					
MAGIC/ MAPC					
I-495					
MBTA					
MART					

BOS -
read ahead for 1/24

MONTAGHUSSETT AREA REGIONAL TRANSIT



Administrator
Mohammed H. Khan

MONTAGHUSSETT REGIONAL TRANSIT AUTHORITY
1427R Water Street, Fitchburg, Massachusetts 01420
(978)345-7711 - 1-800-922-5636 - FAX: (978) 345-9867

received
5-9-2013

- Member Communities
- Fitchburg
- Leominster
- Gardner
- Ashburnham
- Shirley
- Ayer
- Lancaster
- Sterling
- Hubbardston
- Royalston
- Littleton
- Winchendon
- Ashby
- Templeton
- Westminster
- Hardwick
- Lunenburg
- Harvard
- Bolton
- Boxborough
- Stow
- Athol

MEMO

TO: Mayor-Fitchburg, Leominster and Gardner
Chairman, Boards of Selectmen, Montachusett Region

FROM: Mohammed H. Khan, Administrator

DATE: May 7, 2013

RE: Appointment to the MART Advisory Board 2013-2014

According to the state laws and the Montachusett Regional Transit Authority's bylaws, voting members of the MART Advisory Board shall be composed of the chief elected official of each of the member communities of MART, or a representative of the chief elected official who has been appointed as a designee. Enclosed is a copy of Article II of the bylaws which was written in accordance with Chapter 161B of the MA General Laws for your information.

Please fill out the attached form to nominate your representative. The representative's term will run for one year from July 1, 2013 to June 30, 2014. If you do not return the form your current representative will remain on the board.

Thank you for your attention in this matter.

Enclosure

ARTICLE II. ADVISORY BOARD

Section 1. Membership. Voting members of the MART Advisory Board shall be composed of the chief elected official of each of the member municipalities of MART, or a representative of the chief elected official who has been appointed as a designee on an annual basis. The designee may also be assigned on temporary basis as determined by the municipality. Within two weeks of qualification for office, all members must complete a Certificate of Receipt of Open Meeting Law Materials provided by MART stating that they understand the Open Meeting Law and consequences for violating it. The certification will be retained at MART office.

Section 2. Vote. Each member city or town shall have one vote on the Advisory Board plus additional votes and fractions thereof determined by multiplying one and one half times the total number of members in the Authority by a fraction of which the numerator shall be the total amount of all assessments made by the state treasurer to such member under this chapter and the denominator shall be the total amount of all such assessments made by the state treasurer to such members, in accordance with Chapter 161B of Mass. General Laws. This establishes a majority weighted vote per municipality.

The total vote of each member shall each year be determined by the Authority thirty days after the state treasurer has sent assessments to the members of the Authority. The determination of votes shall be based upon the most recent annual assessment. In the event a member municipality does not have an assessment, that municipality will have one vote.

Section 3. Ex-Officio Members. The Authority shall have the power by majority weighted vote to elect ex-officio members without the right to vote. As per Section 5 of Chapter 161B, a disabled non-voting member shall be appointed by the Mayors or Board of Selectmen from a MART member municipality. The term shall be for one-year on a rotating basis of municipalities listed on MART's letterhead.

Section 4. Powers, Duties and Responsibilities. The Advisory Board shall have further powers, duties and responsibilities necessary to effectuate the goals and purposes of the Authority and which are not inconsistent with Chapter 161B of the Mass. General Laws. These may include, but are not limited to, the following:

- A. From time to time to make and change orders and resolutions, not inconsistent with law or these bylaws, for the proper operation of the affairs of the Advisory Board.
- B. To create standings or special committees and delegate such power, duty and responsibility thereto as is deemed necessary and proper for the performance of functions and obligations.
- C. To approve, or to subject to such itemized reductions as deemed appropriate, an annual budget for the ensuing fiscal year, where such a budget is to provide a reasonable estimate of the net cost of service for the Authority for the period under consideration, as determined by the Act.
- D. To approve any substantial change in mass transportation service in the region constituting the Authority, where notice for change shall have been issued to the Advisory Board at least 30 days prior to date of such change, and affected municipalities approval is given through the Advisory Board's deliberation.
- E. To approve change in fares for mass transportation service in the region constituting the Authority.
- F. To approve awards of any concessions in or lease of property for the term of more than one year and which may be related to mass transportation in the region constituting the Authority.

- G. To receive notice of sale of real estate, where such notice shall be given to the Advisory Board at least thirty days prior to the date of such sale.
- H. To review and adopt, or amend and adopt, a report of the operations of the Authority on or before October first of each year for the preceding fiscal year period.
- I. To approve any construction, extension, modification or improvement of mass transportation facilities and equipment that is to be provided by the Authority in the area constituting the Authority, unless otherwise specified and authorized by legislation.

Section 5. Administrator. The affairs of the Authority shall be managed by an Administrator who shall be the chief executive officer of the Authority. The Administrator shall be appointed by and serve at the pleasure of the Advisory Board and shall receive such annual salary as shall be determined by the Advisory Board.



Internal Communications and Outgoing Communications
June 10, 2013

1. Letter from Philip Kicelemos, dated May 10, 2013, to Selina Shaw, requesting copies of the Reserve Fund Transfer requests discussed at the May 9, 2013 Selectmen's meeting.
2. Letter from Massachusetts Dept. of Public Health Director, Jamie Pianka, dated May 17, 2013, to BoS Chair, Les Fox, advising that the Office of Emergency Medical Services has approved Boxborough's service zone plan. Approved Plan accompanied letter. [Plan is provided in the BoS "For Review" slot.
3. Letter from MIIA Board of Director, Chair Ira Singer, MIIA Pres. & MMA Exec. Dir., Geoffrey Beckwith, and MIIA Exec. V.P., Stanley Corcoran, dated June 3, 2013, advising members that their Board has declared an additional participation credit of \$2.5 Million to participating communities. [Boxborough granted credits to policies: Prop. & Casualty - \$2,574 and Workers' Comp. -\$316.] Along with information on the FY 14 policy renewal pricing and their ongoing commitment to the MIIA Rewards program.
4. Letter from MassDOT Secretary & CEO, Richard Davey, dated May 31, 2013, to BoS Chair, Les Fox, advising status of the Governor's FY 14 transportation bond bill and FY14 Chapter 90 program funding. Also advising that Boxborough's projected allotment, upon passage of the Chapter 90 terms bill will be \$166,241.
5. Notification from MEMA and the Mass. Dept. Conservation & Recreation, dated April 20, 2013, to "Potential Hazard Mitigation Grant Applicants" announcing the availability of FEMA Hazard Mitigation Grant Program (HMGP) funding, and an outline purpose & eligibility requirements.
6. Memorandum from MAPC Exec. Dir., Marc Draisen, dated June 3, 2013, to "Members of the Council" regarding the Results of the Elections at the MAPC Annual Meeting (of 5/29/13)
7. May 2013 Monthly Construction Activity Report from the Building Department, dated June 5, 2013.*



102(6)

*

BOXBOROUGH BUILDING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

To: Board of Selectmen ✓
Town Planner
Town Assessor
Finance Committee
School Committee

From: Building Department

Date: June 5, 2013

RE: Building Department Monthly Construction Activity Report

The Building Department has released the May 2013 Construction Activity Report. A copy is attached.

/ma

Building Department Monthly Construction Activity CY 2013

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Y-T-D Total
Residential:													
Single Family - new					1								1
Additions/Alterations	6	2	2	4									14
Repair		1		1	2								4
Foundation Only													0
Pools/Spa			2		1								3
Windows		1		4									5
Roof				3	2								5
Deck	1	1		2	2								6
Void													0
Accessory Apartment													0
Business:													0
New													0
Additions/Alterations			1	2	2								5
Other:													0
Construct. trailers													0
Tents					1								1
Cell Tower Antenna													0
Demolition					1								1
Woodstove	4												4
Signs					1								1
Shed/Barn				1	1								2
Mechanical													0
Change of Use													0
Totals:													0
Number of Permits	11	5	5	17	14								52
Construction Cost	228,200	31,150	356,791	230,370	548,354								1394865
Total Fees	1,437	219	3,980	3,738	5,794								15168

New House 450 Depot Rd Paul Marcella

Permit Listing Report

by District

Date Range: Issued between 05/01/2013 And 05/31/2013

Printed On: Thu Jun 06, 2013

SQL Statement: ([Type of Permit]="Building")

District	Address (Work Location)	District	Zoning	Owner	Work Category	Est. Cost	Proposed Use And Detail	Fees Paid	Check #
Permit Type	Permit No	Online Permit No	Permit Status	Date Issued	Contractor (Phone #)	Work Description			
Building	179 SUMMER RD BP-2013-0116		OPEN	Newton, Tony May-01-2013	Brian Doherty (978) 256-7772	SHED/BARN	Pool House	\$240.00	7586
Building	80 KENDALL RD BP-2013-0117		OPEN	Lucas Skorczeski May-01-2013	Shawn Horrigan (508) 328-8978	Finish Basement	Basement Remodel	\$120.00	12345
Building	DEPOT RD (DEPOT RD) BP-2013-0118		OPEN	Paul Marcella May-01-2013	Paul Marcella	NEW SINGLE FAMILY	Build Single Family Dwelling 450 Depot	\$4,000.00	985
Building	34 MASS AV (36 MASS AV) BP-2013-0119		OPEN	OLYMPUS REALTY INC May-01-2013	Turning Leaf	SIGN	Sign	\$100.00	37595
Building	70 CODMAN HILL RD BP-2013-0120		OPEN	70 CODMAN HILL ROAD, LLC C/O WINSTANLEY ENTERPRISES May-07-2013	Cole Contracting, Inc.	COMMERCIAL - ALTERATION OR FIT-UP	Lobby Renovation	\$250.00	20065
Building	70 CODMAN HILL RD BP-2013-0121		OPEN	70 CODMAN HILL ROAD, LLC C/O WINSTANLEY ENTERPRISES May-15-2013	Cole Contracting, Inc.	Demolition	remove of white tent structure	\$100.00	20083

Permit Listing Report

by District

District	Address (Work Location)	District	Zoning	Owner	Work Category	Est. Cost	Proposed Use And Detail		
Permit Type	Permit No	Online Permit No	Permit Status	Date Issued	Contractor (Phone #)	Work Description	Fees Paid	Check #	
	(444 MIDDLE RD)			TURNER GREGORY N, TR ORCHARD REALTY TRUST	ROOF	\$5,000.00			
Building	BP-2013-0122		OPEN	May-17-2013	TURNER GREGORY N, TR ORCHARD REALTY TRUST	Strip and Roof			
	181 STOW RD			TOWNE FRANK, TR & TOWNE FAMILY NOMINEE TRUST	Siding	\$16,450.00			
Building	BP-2013-0123		OPEN	May-21-2013	Gary Pomerleau	install vinyl siding	\$165.00		cash
	828 HILL RD		A/R	ROBINSON, BARBARA					
Building	BP-2013-0124		OPEN	May-21-2013	ROBINSON, BARBARA	Temporary Tent	\$50.00		2220
	103 GUGGINS LN			PARK, SUNG HO & PARK, KYUNG-AE	ROOF	\$8,500.00			
Building	BP-2013-0125		OPEN	May-29-2013	Michael Viola (781) 267-0257	Strip and reroof			
	SARGENT RD (397 SARGENT RD)			LAIGHTON DAVID, TR & LAIGHTON REALTY TRUST	POOL	\$2,000.00			
Building	BP-2013-0126		OPEN	May-29-2013	Ambassador Pool Distributors	pool	\$50.00		23870
	70 CODMAN HILL RD			Intertek	COMMERCIAL - ALTERATION OR FIT-UP	\$43,354.00			
Building	BP-2013-0127		OPEN	May-29-2013	Cole Contracting, Inc.	Bump Out Renovations	\$434.00		20125
	SARA'S WAY		B	Larry White	ADDITION/ALTERATIO N	\$5,000.00			
Building	BP-2013-0128		OPEN	May-29-2013	Larry White	Porch And Garage	\$100.00		839

Permit Listing Report

by District

District	Address (Work Location)	District	Zoning	Owner	Work Category	Est. Cost	Proposed Use And Detail	
Permit Type	Permit No	Online Permit No	Permit Status	Date Issued	Contractor (Phone #)	Work Description	Fees Paid	Check #
Building	201 DAVIDSON RD BP-2013-0129			PIERCE, DOUGLAS S & SUSAN	Deck Jerry Mazzola LLC (978) 549-2504	Deck	\$50.00	385

District () TOTALS:	ESTIMATED COST:	\$548,354.00	NUMBER OF PERMITS:	14
	FEES INVOICED:	\$5,794.00	FEES PAID:	\$5,659.00
			BALANCE:	\$135.00

GRAND TOTALS:	ESTIMATED COST:	\$548,354.00	NUMBER OF PERMITS:	14
	FEES INVOICED:	\$5,794.00	FEES PAID:	\$5,659.00
			BALANCE:	\$135.00

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Minutes, Notices and Updates
June 10, 2013

Minutes

1. Minutes of the Finance Committee meetings of April 22, 2013 & May 6, 2013.

Notices

1. Notice of an Affordable Housing Trust held June 4, 2013.
2. Notice of a Recreation Commission meeting (Counselor Orientation) held June 6, 2013.
3. Notice of a Finance Committee meeting to be held June 10, 2013.
4. Notice of a Boxborough Emergency Reserve Corps (BERC) meeting to be held June 11, 2013.
5. Decision No. 2013-01 from the Zoning Board of Appeals, dated June 4, 2013, granting the special permit application filed by ABC Cesspool on behalf of Peter Martin & Barbara Melchin, for the replacement of an existing septic system and related work within a W-District, at the property located at 847 Liberty Square Road.
6. Hearing Notice from the Mass. Dept. of Telecommunications & Cable, dated May 14, 2013, advising of a public hearing to be held October 16, 2013, to investigate the proposed basic service tier programming, equipment, & installation rates for all of the rate regulated communities in Massachusetts served by Comcast Cable Communications, LLC ("Comcast").

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General Correspondence
June 10, 2013

1. Spring 2013 Newsletter, *Comcast Connections*, from Comcast Cable Communication.